

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B3400028

PRINT DATE: 07/20/12

PAGE: 01

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID: 1680248920
INTERNATIONAL MANUFACTURING GROUP INC
879 F STREET
SUITE 120
WEST SACRAMENTO, CA 95605
(800)775-6412 EXT 224

REFER QUESTIONS TO:

MARGIE HAJIANTONI
(410)767-3039
MARGARET.HAJIANTONI@DGS.STATE.MD.US

ITB:

EXPR DATE: 07/08/13
POST DATE: 06/14/12

DISCOUNT TERMS: .
CONTRACT AMOUNT:

NET 30 DAY
.00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

***** SMALL BUSINESS RESERVE *****

* STATEWIDE CONTRACT *
* FOR *
* INCONTINENCE PRODUCTS *

VENDOR CONTACT: STEPHEN QUIST
VENDOR PHONE #: 800 775-6412 EXT. 224

CONTRACT TERM: JULY 08, 2012 THRU JULY 07, 2013 (ONE YEAR)

THIS IS THE 2ND AND FINAL RENEWAL OF ORIGINAL BPO # 001B0400684 AT THE SAME TERMS, CONDITIONS AND PRICES.

PROCESSING FEE:

1. CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACT'S UNIT PRICES.

2. THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS

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TERMS (cont'd):

FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. A COPY OF THE MONTHLY USAGE REPORT SHOULD ALSO BE EMAILED TO THE PROCUREMENT OFFICER.

3. FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICHEVER IS HIGHER.

THIS IS A FIRM FIXED PRICE CONTRACT IN THAT NO PRICE ESCALATION SHALL BE ALLOWED. HOWEVER, IN THE EVENT OF ANY SUCH DECREASE IN PRICE DUE TO MARKET CHANGE OR OTHER CONDITIONS, THE STATE OF MARYLAND SHALL BE NOTIFIED PROMPTLY AND RECEIVE SUCH DECREASE.

PRODUCTS MUST MEET FEDERAL FLAMMABLE FABRICS STANDARDS.

QUOTED PRICES ARE TO BE NET 30 DAYS F.O.B. STATE USING AUTHORITIES AND INCLUDE ALL FREIGHT/SHIPPING, HANDLING AND ADMINISTRATION CHARGES. ALL DISCOUNTS ARE TO BE DEDUCTED AND REFLECTED IN NET PRICES.

DELIVERY:

DELIVERY IS TO BE MADE WITHIN TEN (10) CALENDAR DAYS AFTER NOTIFICATION TO SHIP. DGS RESERVES THE RIGHT TO BID INDIVIDUAL REQUIREMENTS SEPARATE FROM THE CONTRACT WHEN IT IS DEEMED IN THE BEST INTEREST OF THE STATE.

ORDERS AS REQUIRED WILL BE PLACED DIRECT TO SUPPLIER BY THE USING AUTHORITIES, INDICATING DELIVERY AND BILLING INSTRUCTIONS.

SUPPLIERS ARE REQUIRED TO MAKE NO MORE THAN TWO (2) DELIVERIES EACH MONTH TO EACH INSTITUTION. FOR DELIVERIES IN EXCESS OF TWO (2) PER MONTH, THE VENDOR MAY ELECT TO ADD A DELIVERY FEE NOT TO EXCEED \$20. THE DELIVERY CHARGE SHALL BE CALCULATED AND ADDED TO INVOICES AS A SEPARATE LINE ITEM. STATE FACILITIES MUST MAKE EVERY EFFORT TO COMPLY WITH VENDOR'S NORMAL DELIVERY SCHEDULE WHEN POSSIBLE.

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0001	47564-H40064	CS	30.0800
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BRIEF DISPOSABLE FITTED SIZE MEDIUM

BRIEF, DISPOSABLE FITTED: SIZE MEDIUM; WAIST/HIP SIZE: 32-44 INCHES; BRIEF OVERALL WIDTH: 25 INCHES; BRIEF OVERALL LENGTH: 31 INCHES - 33 INCHES; CORE/PAD LENGTH: 26 INCHES; BRIEF WIDTH AT CENTER/CROTCH: 11.5 INCHES; TOTAL OPTIMAL SUPER ABSORBENCY: APPROXIMATELY 1700 GRAMS;

MEDLINE MSC94000A - 96/CASE

ACQUISITION LAYER: BLUE NONWOVEN; ELASTIC PER SIDE-GATHERS: 4; MOISTURE SENSITIVE: 2 LINES DRY; COLOR: YELLOW/AMBER; WETNESS INDICATOR: ACTIVATED COLOR - BRIGHT BLUE; REWET: MUST BE LESS THAN 2.0G FOR PROPER SKIN MAINTENANCE; NEUTRALIZATION FACTOR: MUST BE LESS THAN 3 MINUTES; POLYETHYLENE WATER PROOF BACKSHEET 1.0 MIL; ODOR REDUCING AGENTS: SUPER ABSORBENT POLYMER; SUPER SPUNBONDED POLYPROPYLENE; PRODUCT-MUST BE LATEX FREE; COLOR CODED BY SIZE; TAPE FASTENING TABS: 4.

0002	47564-H40065	CS	30.0800
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BRIEF DISPOSABLE FITTED SIZE LARGE

BRIEF, DISPOSABLE FITTED: SIZE LARGE; WAIST/HIP SIZE: 45 INCHES - 58 INCHES; BRIEF OVERALL WIDTH: 30 INCHES; BRIEF OVERALL LENGTH: 36 INCHES - 37.5 INCHES; CORE/PAD LENGTH: 30.5 INCHES; BRIEF WIDTH AT CENTER/CROTCH: 11.5 INCHES; TOTAL OPTIMAL SUPER ABSORBENCY: APPROXIMATELY 2000 GRAMS; ACQUISITION LAYER: BLUE NONWOVEN; ELASTIC PER SIDE-GATHERS: 4; MOISTURE SENSITIVE: 3 LINES DRY;

MEDLINE MSC94500A - 72/CASE

COLOR: YELLOW/AMBER; WETNESS INDICATOR: ACTIVATED COLOR - BRIGHT BLUE; REWET: MUST BE LESS THAN 2.0G FOR PROPER SKIN MAINTENANCE; NEUTRALIZATION FACTOR: MUST BE LESS THAN 3 MINUTES; POLYETHYLENE WATER PROOF BACKSHEET 1.0 MIL; ODOR REDUCING AGENTS: SUPER ABSORBENT POLYMER; SUPER SPUNBONDED POLYPROPYLENE; PRODUCT - MUST BE LATEX FREE; COLOR CODED BY SIZE; TAPE FASTENING TABS: 4.

0003	47564-H40066	CS	30.0800
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BRIEF DISPOSABLE FITTED SIZE X-LARGE

BRIEF, DISPOSABLE FITTED: SIZE - X-LARGE; WAIST/HIP SIZE: 59 INCHES - 65 INCHES; BRIEF OVERALL WIDTH: 32 INCHES - 33 INCHES; BRIEF OVERALL

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LENGTH: 39 INCHES - 40 INCHES; CORE/PAD LENGTH: 30.5 INCHES; BRIEF WIDTH AT CENTER/CROTCH: 11.5 INCHES; TOTAL OPTIMAL SUPER ABSORBENCY: APPROXIMATELY 2100 GRAMS; ACQUISITION LAYER: BLUE NONWOVEN; ELASTIC PER SIDE-GATHERS: 4; MOISTURE SENSITIVE: 3 LINES DRY; COLOR: YELLOW/AMBER; MUST MEET FEDERAL FLAMMABLE FABRICS STANDARDS;

MEDLINE MSC94600A - 60/CASE

WETNESS INDICATOR: ACTIVATED COLOR - BRIGHT BLUE; REWET: MUST BE LESS THAN 2.0G FOR PROPER SKIN MAINTENANCE; NEUTRALIZATION FACTOR: MUST BE LESS THAN 3 MINUTES; POLYETHYLENE WATER PROOF BACKSHEET 1.0 MIL; ODOR REDUCING AGENTS: SUPER ABSORBENT POLYMER; SUPER SPUNBONDED POLYPROPYLENE; PRODUCT MUST BE LATEX FREE; COLOR CODED BY SIZE; TAPE FASTENING TABS: 4.

0004	47564-004588	CS	33.8500
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BRIEF, INCONTINENT, DISPOSABLE

BRIEF, DISPOSABLE FITTED SIZE 2X-LARGE; OVERALL LENGTH - 40"; OVERALL WIDTH - 34"; WIDTH AT CROTCH - 11.5"; PAD LENGTH - 30"; PAD WIDTH AT WAIST FRONT - 15.5"; PAD WIDTH AT WAIST BACK - 15.5"; PAD WIDTH AT CROTCH - 7"; AVERAGE PRODUCT WEIGHT (GRAMS) - 130.3; ABSORBENCY - ISO METHOD 11948-1 (GRAMS) - 2269; ACQUISITION LAYER - 3.25" BLUE NONWOVEN; SUPER ABSORBENT POLYMER - YES; PRODUCT COLOR - GREEN POLY;

MEDLINE ULTRAPLUSXXL - 48/CASE

ELASTIC/SIDE - 4 WHITE STRANDS; WETNESS INDICATOR; NUMBER OF LINES - 3; DRY COLOR - YELLOW/AMBER; WET COLOR - BRIGHT BLUE; TAPE FASTENING SYSTEM; NUMBER OF TABS - 4; COLOR - BLUE DIAMOND PRINTED; FRONTAL TAPE PANELS - NO.

0005	47564-008012	CS	49.7500
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BRIEFS, INCONTINENT, DISPOSABLE, MEDIUM - 32" TO 44" (WAIST/HIPS) BRIEF, DISPOSABLE FITTED: SIZE MEDIUM; WAIST/HIP SIZE: 32 INCHES - 44 INCHES; BRIEF OVERALL LENGTH: 33 INCHES; BRIEF OVERALL WIDTH: 25 INCHES; WIDTH AT CROTCH: 11.5 INCHES; CORE/PAD LENGTH: 25.5 INCHES; PAD WIDTH AT WAIST FRONT: 9 INCHES; PAD WIDTH AT WAIST BACK: 9 INCHES; PAD WIDTH AT CROTCH WIDEST: 7 INCHES; PAD WIDTH AT CROTCH NARROWEST 6.25 INCHES; AVERAGE PRODUCT WEIGHT: 96.0 GRAMS; ABSORBENCY -ISO METHOD: 2149 GRAMS; ACQUISITION LAYER: 3.25 INCHES BLUE APERTURED FILM; SUPER ABSORBENT POLYMER; PRODUCT COLOR: WHITE CLOTH-LIKE/BREATHABLE; ELASTICS/SIDE: 4 WHITE STRANDS; WETNESS

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INDICATOR NUMBER OF LINES; 2 LINES: DRY COLOR YELLOW/AMBER; WET COLOR BRIGHT BLUE; TAPE FASTENING SYSTEM; NUMBER OF TABS: 4 HOOK TAPE TABS, FEATURES: QUICK WICK, SOFT CLOTH-LIKE OUTER FABRIC, BREATHABLE ZONES, EASY-LOCK FASTENER, ODOR GUARD; PRODUCT MUST BE: LATEX FREE; COLOR CODED BY SIZE. PREVAIL BREEZERS OR APPROVED EQUAL.

PREVAIL BREEZERS PVB-012/2 - 96/CASE

0006	47564-008112	CS	49.7500
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BRIEFS, INCONTINENT, DISPOSABLE, REGULAR - 40" TO 49" (WAIST/HIPS)

BRIEF, DISPOSABLE FITTED: SIZE REGULAR; WAIST/HIP SIZE: 40 INCHES - 49 INCHES; BRIEF OVERALL LENGTH: 35 INCHES; BRIEF OVERALL WIDTH: 27.5 INCHES; WIDTH AT CROTCH: 11.5 INCHES; CORE/PAD LENGTH: 25 INCHES; PAD WIDTH AT WAIST FRONT: 9 INCHES; PAD WIDTH AT WAIST BACK 9 INCHES; PAD WIDTH AT CROTCH WIDEST: 7 INCHES; PAD WIDTH AT CROTCH NARROWEST: 6.25 INCHES; AVERAGE PRODUCT WEIGHT: 105.3 GRAMS; ABSORBENCY -ISO METHOD: 2176 GRAMS; ACQUISITION LAYER: 3.25 INCHES BLUE APERTURED FILM; SUPER ABSORBENT POLYMER; PRODUCT COLOR: LAVENDER CLOTH-LIKE/BREATHABLE; ELASTICS/SIDE: 4 WHITE STRANDS; WETNESS INDICATOR NUMBER OF LINES; 2 LINES: DRY COLOR YELLOW/AMBER; WET COLOR BRIGHT BLUE; TAPE FASTENING SYSTEM; NUMBER OF TABS: 4 HOOK TAPE TABS; FEATURES: QUICK WICK, SOFT CLOTH-LIKE OUTER FABRIC, BREATHABLE ZONES, EASY-LOCK FASTENER, ODOR GUARD; PRODUCT MUST BE LATEX FREE; COLOR CODED BY SIZE. PREVAIL BREEZERS OR APPROVED EQUAL.

PREVAIL BREEZERS PVB-016/1 80/CASE

0007	47564-008013	CS	49.7500
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BRIEFS, INCONTINENT, DISPOSABLE, LARGE - 45" TO 58" (WAIST/HIPS) BRIEF, DISPOSABLE FITTED: SIZE LARGE; WAIST/HIP SIZE: 45 INCHES - 58 INCHES; BRIEF OVERALL LENGTH: 37.5 INCHES; BRIEF OVERALL WIDTH: 30 INCHES; WIDTH AT CROTCH: 11.5 INCHES; CORE/PAD LENGTH: 25 INCHES; PAD WIDTH AT WAIST FRONT: 9 INCHES; PAD WIDTH AT WAIST BACK 9 INCHES; PAD WIDTH AT CROTCH WIDEST: 7 INCHES; PAD WIDTH AT CROTCH NARROWEST 6.25 INCHES; AVERAGE PRODUCT WEIGHT: 111.9 GRAMS; ABSORBENCY -ISO METHOD: 2328 GRAMS; ACQUISITION LAYER: 3.25 INCHES BLUE APERTURED FILM; SUPER ABSORBENT POLYMER; PRODUCT COLOR: BLUE CLOTH-LIKE/BREATHABLE; ELASTICS/SIDE: 4 WHITE STRANDS; WETNESS INDICATOR NUMBER OF LINES; 3 LINES: DRY COLOR YELLOW/AMBER; WET COLOR BRIGHT BLUE; TAPE FASTENING SYSTEM; NUMBER OF TABS: 4 HOOK TAPE TABS; FEATURES: QUICK WICK, SOFT

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CLOTH-LIKE OUTER FABRIC, BREATHABLE ZONES, EASY-LOCK FASTENER, ODOR GUARD; PRODUCT MUST BE LATEX FREE; COLOR CODED BY SIZE. PREVAIL BREEZERS OR APPROVED EQUAL.

PREVAIL BREEZERS PVB-013/2 72/CASE

0008	47564-008114	CS	49.7500
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BRIEFS, INCONTINENT, DISPOSABLE, X-LARGE, 59" TO 64" (WAIST/HIPS)

BRIEF, DISPOSABLE FITTED: SIZE X-LARGE; WAIST/HIP SIZE: 59 INCHES - 64 INCHES; BRIEF OVERALL LENGTH: 40 INCHES; BRIEF OVERALL WIDTH: 32 INCHES; WIDTH AT CROTCH: 11.5 INCHES; CORE/PAD LENGTH: 25.5 INCHES; PAD WIDTH AT WAIST FRONT: 9 INCHES; PAD WIDTH AT WAIST BACK 9 INCHES; PAD WIDTH AT CROTCH WIDEST: 7 INCHES; PAD WIDTH AT CROTCH NARROWEST 6.25 INCHES; AVERAGE PRODUCT WEIGHT: 114.9 GRAMS; ABSORBENCY -ISO METHOD: 2330 GRAMS; ACQUISITION LAYER: 3.25 INCHES BLUE APERTURED FILM; SUPER ABSORBENT POLYMER; PRODUCT COLOR: BEIGE CLOTH-LIKE/BREATHABLE; ELASTICS/SIDE: 4 WHITE STRANDS; WETNESS INDICATOR NUMBER OF LINES; 3 LINES: DRY COLOR YELLOW/AMBER; WET COLOR BRIGHT BLUE; TAPE FASTENING SYSTEM; NUMBER OF TABS: 4 HOOK TAPE TABS; FEATURES: QUICK WICK, SOFT CLOTH-LIKE OUTER FABRIC, BREATHABLE ZONES, EASY-LOCK FASTENER, ODOR GUARD; PRODUCT MUST BE LATEX FREE; COLOR CODED BY SIZE. PREVAIL BREEZERS OR APPROVED EQUAL.

PREVAIL BREEZERS PVB-014/1 60/CASE

0009	47564-101001	CS	34.7000
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INCONTINENCE PAD, BLADDER CONTROL, DISPOSABLE

INCONTINENCE NIGHT PADS, DISPOSABLE. EXTRA HEAVY PROTECTION COVERAGE, MAXIMUM ABSORBENCY FOR OVERNIGHT OR EXTENDED PROTECTION; DRY-FAST DUAL CORE OR EQUAL SUPER-ABSORBENT POLYMER THAT LOCKS FLUID INTO A GEL; SOFT CLOTH-LIKE OUTER COVER, OVAL-SHAPED ELASTIC TO HUG THE BODY FOR IMPROVED LEAKAGE PROTECTION, WETNESS INDICATOR ON OUTSIDE, ANATOMICALLY DESIGNED FOR COMFORT AND SECURITY, LATEX-FREE. SCA HYGIENE TENA PAD #62718 OR APPROVED EQUAL

TENA 62718 48/CASE

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0010	47564-002336	CS	41.3000

UNDERPAD, DISPOSABLE, EMBOSSED POLYETHYLENE BACKING, FIRE RETARDANT
WITH MACERATED FLUFF FILLER, SEALED EDGES.

SIZE: 23 X 36, 150/CS

MINIMUM FINISHED PAD DRY WEIGHT 60.1 GRMS

MINIMUM TOTAL MOISTURE RETENTION 555.5 GRMS

MINIMUM TOTAL MOISTURE RETENTION 19.45 OUNCES

MINIMUM ABSORPTION FACTOR 9.18

UNDERPADS/BEDPADS - DISPOSABLE

SIZE: 23 INCHES X 36 INCHES MINIMUM

HEAVY OR MAXIMUM ABSORBENCY - FLUFF FILLED WITH SUPER ABSORBENT
HYGARD POLYMER OR EQUAL TO CONVERT FLUID INTO A GEL AND PREVENT
LEAKAGE. SUITABLE FOR USE WITH HEAVY OR COMPLETE LEVEL OF
INCONTINENCE. MOISTURE PROOF BACK, ODOR CONTROL, CAN BE USED ON
STANDARD AND AIR SUPPORT BEDS, HIGH STRENGTH AND RESISTANT TO TEARING
AND BUNCHING. ATTENDS NIGHT PRESERVER OR APPROVED EQUAL.

ATTENDS NIGHT PRESERVER UFPP-236 150/CASE

0011	47564-001615	CS	38.6000
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UNDERWEAR PROTECTIVE DISP. LARGE

UNDERWEAR, DISPOSABLE PULL-UP, LARGE - 44" TO 58"; HEAVY
ABSORBENCY, TWO (2) CUPS/500 CC MIN.; FULL-RISE ELASTICIZED WAIST;
ANTI LEAK CUFFS; BREATHABLE OUTER COVER AND BREATHABLE PANELS FOR
ODOR REDUCTION; ULTRA ABSORBENT CORE TO WICK WETNESS AWAY FROM SKIN;
LATEX FREE. MEDLINE MSC33505 OR APPROVED EQUAL.

MEDLINE MSC33505 - 72/CASE

0012	47564-H40722	CS	38.6000
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PULL-UP UNDERWEAR - DISPOSABLE - X-LARGE

UNDERWEAR, DISPOSABLE PULL-UP, EXTRA LARGE - 54" TO 68"; HEAVY
ABSORBENCY, TWO (2) CUPS/500 CC MIN.; FULL-RISE ELASTICIZED WAIST;
ANTI LEAK CUFFS; BREATHABLE OUTER COVER AND BREATHABLE PANELS FOR
ODOR REDUCTION; ULTRA ABSORBENT CORE TO WICK WETNESS AWAY FROM SKIN;
LATEX FREE. MEDLINE MSC33600 OR APPROVED EQUAL.

MEDLINE MSC33600 - 56/CASE

END OF ITEM LIST

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TERMS (cont'd):

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, RECYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

QUANTITIES REPRESENTED ARE ESTIMATED TWELVE (12) MONTH USAGE AND ARE NOT WARRANTED OR GUARANTEED BY THE STATE OF MARYLAND. THE CONTRACT SHALL BE FOR THE ACTUAL NEEDS OF THE AGENCY AND MAY VARY APPRECIABLY FROM THE STATED ESTIMATE(S). THE CONTRACTOR WILL BE ENTITLED TO NO CHANGE IN CONTRACT PRICE IF QUANTITIES ORDERED OR DELIVERED ARE MORE OR LESS THAN THE QUANTITIES ESTIMATED IN THIS SOLICITATION.

ANY ITEM LISTED HEREIN THAT IS NOT DELIVERED IN A TIMELY MANNER OR DOES NOT CONFORM TO THE REQUIREMENTS OF THE PURCHASE ORDER, MAY BE PURCHASED ON THE OPEN MARKET BY THE USING AGENCY. THE CONTRACTED VENDOR WILL BE CHARGED FOR ANY PRODUCT COST INCURRED BY THE STATE THAT IS IN EXCESS OF THE CONTRACTED PRICE.

DURATIONS: CONTRACTS SHALL REMAIN IN EFFECT FOR THE TIME PERIOD AND QUANTITY SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE STATE. THE STATE MAY TERMINATE ANY CONTRACT WITHOUT SHOWING CAUSE UPON THIRTY (30) DAYS WRITTEN NOTICE.

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

CORPORATE "P" PURCHASING CARDS WILL BE USED FOR PAYMENT FOR ALL INDIVIDUAL AGENCY CONTRACT PURCHASES OF \$2,500 OR LESS.

A REPORT MUST BE FURNISHED BY THE SUCCESSFUL VENDOR EVERY SIX (6) MONTHS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. THE REPORT SHALL BE SUBMITTED ELECTRONICALLY IN EXCEL FORMAT. AS A MINIMUM, THE REPORT SHALL REFLECT THE CONTRACT NUMBER, CONTRACT ITEM NUMBER AND DESCRIPTION, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION, AND THE CONTRACT TOTAL. THE REPORT MUST BE FILED WITHIN THIRTY (30) DAYS AFTER THE END OF EACH REPORTING PERIOD. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION

REPORT SHALL BE EMAILED TO THE FOLLOWING TWO (2) ADDRESSES:
MARGARET.HAJIANTONI@DGS.STATE.MD.US
HOWARD.MCLAIN@DGS.STATE.MD.US

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AUTHORIZED BY: _____ DATE: _____

BUYER AUTHORIZED DESIGNEE